

**Marshall School of Medicine**  
**Faculty Council Meeting**  
**June 12, 2018**

Council Committee	Present
Alan Koester, MD Chair	✓
James Denvir, MD	Excused
Todd Green, MD	✓
Rameez Sayyed, MD	Absent
Katherine Steele, MD	Excused
Matthew Curry, MD	✓
Deji Olajide, MD	✓
Charles Meadows, MD	Absent
Vikram Shivkumar, MD	✓
Jared Brownfield, MD	Excused
Charles Francis, MD	✓
Alysia Browne, MD	Absent
Jennifer Gerlach, MD	✓
Jack Stines, MD	✓
Marie Veitia, PhD	✓
Stephen Wilson, MD	Absent

**MINUTES**

**I. Welcome & Overview**

- Dr. Alan Koester call to order the Faculty Council Committee Meeting at 5:30 PM on June 12, 2018 at MUSOM 2<sup>nd</sup> Floor Health Science Conference Room

**II. Review of May Minutes**

- Motion to review the minutes. Motion to accept minutes. Dr. Olajide motioned the approval of minutes first. Seconded by Dr. Shivkumar. Minutes approved by Faculty Council.

**III. Goals and Objectives for Subcommittees**

- Dr. Koester asked for the goals and objectives for the subcommittees' projects. The recommendations will be directed by the Dean no later than July 1, 2018.
- Provide to the Dean with subcommittees strategies and recommended projects and goals

**i. Faculty/Wellness**

- Subcommittee waiting on results of Faculty Chair survey. Health Improvement survey presented to Dr. Dial for senior leadership to participate
- Dr. Francis discussed briefly on the Independent program/CDC-HERO Scorecard concerning three main areas. It is designed to help organizations learn about best practices for promotion workplace health and well-being due to Health Risk Assessments never completed for faculty

**ii. Mentoring/Research Development**

- Waiting on Faculty Chair survey results

**iii. Recruitment & Retention/Compensation**

- Waiting on Faculty Chair survey results

#### **IV. Discussion of Retiring Committee Members and Electing New Members**

- Dr. Koester mentioned letters of expired term for committee members have been electronically sent out to Department Chairs. Newly elected member will be in place for each department by June 25, 2018.
- Last Council meeting, Council voted on members already elected will be kept on the committee due to the structure of council.

#### **V. Approval of six P & T documents, Student Affair policy, and Faculty Chair Survey**

- i. Faculty Chair Survey
  - Motion to review the survey
  - Survey will be presented to the Faculty Chair meeting on Thursday June 14, 2018. Faculty chair members will have the opportunity to complete the survey prior to the call of the meeting.
  - Dr. Francis reiterated that this will serve as a measurement for our basis on the Wellness Subcommittee. Dr. Francis questioned if this would be a double-blind or single-blind survey. Faculty Council agreed on having Administrative Assistant to know assessor of survey.
  - Motion to approve survey. Dr. Francis motioned the approval of survey first. Seconded by Dr. Curry. Survey approved by Faculty Council
- ii. Student Affair Policy
  - Faculty Council inquired changes of Student Affair Policy to JCESOM Policy Committee. Once returned to Faculty Council, electronic vote will take place of approval of Policy.
- iii. Six P & T Documents
  - Motion to review the PAC documents. Motion to accept documents. Dr. Francis motioned the approval of documents first. Seconded by Dr. Gerlach. Documents approved by Faculty Council.
- iv. P & T Changes in Regulations
  - Motion to review the P & T Changes. Motion to accept changes. Dr. Green motioned the approval of documents first. Seconded by Dr. Veitia. Documents approved by Faculty Council.

#### **VI. Review of Next Steps & Adjourn**

- i. Timeline
  - (i) Sub-committees will continue to meet independently until the next meeting. Needs to present strategic plan with measures and recommendations for Dean
  - (ii) Presentations from old/newly elected members of the Faculty Council subcommittees about goals and objectives to the Dean and Senior Leadership will be held late July- early August, depending on Dean's availability

- ii. Next Meeting Date
  - (i) Next Faculty Council meeting will be Tuesday, July 10, 2018 at 5:30 PM
- iii. Dean's Cabinet and Dept. Chair Meeting
  - (i) Dr. Koester will provide updates at the Dean's Staff Meeting and Department Chair meetings this month

**VII. Adjourn**

- i. Dr. Alan Koester adjourned the meeting at 6:35 PM